



## SENIOR DIRECTOR, OPERATIONS

**REPORTS TO:** Executive Director  
**STATUS:** Permanent, full-time (35 hours/week)  
**LOCATION:** 1300 Yonge Street, Toronto, ON

### ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We gather and analyze data, fund HIV research, provide knowledge translation, capacity building and evaluation services for community-based HIV services, testing programs and clinics, and are an active member of a vibrant network of HIV services in Ontario.

Our new Strategic Directions will guide us through 2026, and will focus on the following goals:

- Gather and analyze data on the HIV epidemic and HIV programs and services
- Support the creation and use of the best available data and research evidence
- Help create the backbone for collective impact in the HIV sector

The OHTN provides a welcoming and accessible environment, which encourages initiative, cross-functional teamwork, knowledge-sharing and collaborative problem solving to drive excellence. We are committed to ensuring our investments have an impact on health services and systems, and on the health and well-being of people with or at risk of HIV. We hold ourselves to the highest possible standards in the way we conduct our work. We are open and transparent in the way we manage our resources.

### ABOUT THE ROLE

The position manages operational matters and functions to promote integration across all OHTN programs, initiatives and projects. It also provides leadership in promoting efficient, person-centred, evidence-based practices in the clinical services / health systems that are part of the HIV prevention, engagement and care cascade.

The Senior Director, Operations, reporting to and working closely with the Executive Director, will be responsible for:

- leading OHTN directors and staff in implementing the OHTN's strategic plan and fulfilling its vision and mission
- overseeing all aspects of the organization's operations, promoting integration across OHTN programs, ensuring effective use of people and resources, and identifying/managing risks
- overseeing the development, implementation and evaluation/impact assessment of the OHTN's annual program plan, including high-level strategic planning, change management to respond to day-to-day operational challenges, and maintaining/enhancing a results-driven organizational infrastructure
- leading director meetings, and mentoring directors and senior managers

- building and maintaining a strong relationship with the OHTN Board, and reporting regularly to the Board on OHTN operations and plans
- developing effective partnerships with organizations in the HIV sector and other organizations whose services will help achieve the goals of the HIV/AIDS Strategy to 2026 for Ontario
- participating in strategic planning for the future of Ontario's HIV response both within the HIV sector and with other partners/sectors
- building a strong working relationship with the Ministry of Health and other funders, supporting provincial initiatives, and ensuring timely communications and reporting

## FEATURES

- A long-term setting that offers stability and exceptional learning opportunities and professional growth in an organization committed to advancing a significant health agenda with real-life impact in the lives of people living with HIV and their communities.
- A welcoming, open and accessible environment, which encourages initiative, cross-functional teamwork, knowledge-sharing and collaborative problem solving to drive excellence
- A challenging and interesting role that places a premium on building relationships both internally, within operations and cross-functionally, and externally with a wide range of stakeholders aimed at optimizing the health and well-being of communities living with and affected HIV.
- A high-profile leadership role that requires operational acumen and strategic thinking, as well as a disciplined focus on operational details, and provides the breadth and depth of experience needed for future advancement

## ABOUT YOU

- Advanced university degree in public health or relevant life or social sciences field or equivalent
- Knowledge and understanding of the current landscape of HIV prevention, diagnostic, care/treatment and research, including implementation science
- Knowledge of global strategies and targets and their relevance to the OHTN's mandate
- Experience working with health data, indicators and evidence, and translating it for a variety of audiences
- 10+ years of experience in complex multi-function organizations tasked with responding to HIV and related programmatic, policy and legal issues
- Motivated, detail-oriented self-starter with exceptional organizational skills
- Strong interpersonal, presentation and oral and written communication skills
- Knowledge of the HIV sector in Ontario an asset

## TECHNICAL AND PROFESSIONAL SKILLS:

- Experience developing, managing and implementing innovative programs and services
- Experience developing and implementing strategic and operational plans
- Experience recruiting and managing talent
- Knowledgeable and experienced in the skills required in an office environment

## LEADERSHIP QUALITIES:

- A hands-on, forward-thinking planner and implementer, capable of anticipating and dealing with challenges proactively
- Commitment to evidence-based practice, rapid learning and improvement, and the pursuit of excellence in HIV service delivery
- Exceptional analytical and problem-solving skills
- Strong networking and relationship-building skills
- A team leader who willingly and effectively mentors and supports staff members as required
- A career-minded individual committed to professional development within an organization

## INTERPERSONAL ATTRIBUTES

- Able to manage numerous tasks and projects simultaneously, often under significant time pressures and with competing priorities, and able to meet deadlines
- Excellent attention to detail and proven ability to be responsive, adapt and learn new skills
- Able to maintain a professional and courteous manner when dealing with all internal and external contacts
- Strong commitment to human rights and to supporting and promoting an organizational culture that embraces diversity and inclusion.

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohrn.on.ca](mailto:careers@ohrn.on.ca)

- Please use the “**Senior Director, Operations**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

**APPLICATION DEADLINE:      FRIDAY, SEPTEMBER 9, 2022**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

**All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.**

*The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.*

*We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.*